

Meeting Recap

Attendees: Please see end of meeting minutes

Meeting Subject: Record Officer Council

Date: April 8, 2015

Meeting Started/Ended At: 1:00 p.m. – 3:00 p.m.

Discussion Points:

Item 1. Georgia Thompson reviewed last month's discussion of the Public Information Officer/Communications Officer proposed RDAs with the records officers present. Lynn Condreay and Teresa Weidemann, workgroup co-chairs, stated they talked to David Rabe from the Governor's office prior to the meeting this morning. David shared with Lynn and Teresa that he communicated with Cullen Werwie and Cullen is okay moving these RDAs forward through the regular vetting process and they won't need to go through the PIO Council. Lynn and Teresa will draft an e-mail for Georgia to distribute to all Records Officers. The email will include language reminding recipients to forward the draft to their agency's PIO/CO's for their input. The Council members present were not comfortable using language stating that the RDAs are approved by the Office of the Governor. Georgia commended the workgroup for their efforts and recognized the tremendous progress they made.

Item 2. Kathryn Egeland gave the Council an update on the inventory project. The entire inventory has been reviewed at this time. The corresponding reports have been sent out. The last of the responses are expected back to the State Records Center (SRC) in late April, early May. The SRC is hoping to have all requested changes completed in Versatile before the next disposition cycle. Georgia thanked everyone for their hard work on this project.

Item 3. Georgia informed the Council that she brought the approved training committee spreadsheet for discussion if the committee would like to review. Ana Aquino-Perez informed the Council that the committee will be discussing the spreadsheet and next steps at their next meeting. Georgia offered to help facilitate a conference call or meeting if the committee would like her to. The committee will contact Georgia if they need anything.

Item 4. Georgia discussed the current drop-off procedures at the SRC and reviewed the draft of the new procedures she circulated last month. Georgia asked Council members present about any feedback they have received within their agency. She noted two primary concerns she has received are regarding the one-hour drop off window and vehicle requirements on the proposed procedures. Dawn Bluma reminded Georgia of an email from DWD on this topic. Lynn Condreay stated that her agency has two locations that drop off at the SRC. The SRC is trying to avoid having different types of vehicles show up completely unannounced that don't meet up with SRC dock. Georgia stated there will be a new form created for inventory drop offs which will also mean amending the current pickup request form. Georgia will communicate the feedback received with the SRC Supervisor and update the draft procedures accordingly. The re-drafted procedures and all form creation/updates will be sent to the Council for review. In the meantime, all agencies are to keep doing what they are doing regarding inventory pick-up or drop off. The SRC is would like to implement the new procedures July 1, 2015.

Item 5. Sharon Cunningham reminded the ROC that the ARMA Madison Chapter conference is April 29, 2015, at the Fluno Center and the registration deadline is Friday, April 17, 2015. She announced that Jason Baron will now be attending the ARMA conference in person instead of via skype. This will give attendees a much greater opportunity to interact and network with him. If you need some more information about registration you can contact Sharon Cunningham or Diane

Meeting Recap

Vultaggio. Sharon and Diane encourage Council members to distribute the conference brochure to anyone they feel would benefit from the conference. Georgia Thompson will send a reminder e-mail to all Records Officers about the seminar.

Item 6. The Records Resource Management Committee (RRMC), chaired by Sandy Broady-Rudd, is working on the Guidance for Managing Social Media that was distributed prior to the Council meeting. The council members present agreed that it was a very good document. Final comments are due back to Sandy by April 10, 2015. Georgia reiterated that this is a guidance document and not a policy piece. The most common concern from agencies is the resources to implement the strategies suggested. Georgia will send out a reminder this afternoon to everyone to get subject matter experts input and final comments to Sandy.

Item 7. Georgia informed the Council that the SRC will be initiating a review of all the forms they currently have. She distributed a spreadsheet noting the current forms, anticipated new forms, and timeframes for completion. Georgia stated the SRC staff will take a look at all the forms and update as needed as well as creating a new form for drop-offs. Once the SRC has made the updates they deem necessary they will be sent out to Council members for their input on the drafts.

Item 8. Diane Vultaggio stated the Forms, Library, Mail, and Records GRS Committee will be meeting next week to go over the comments that were received from record officers. These updates may be able to be submitted for the third quarter review cycle. It was also mentioned that the PIO/CO RDAs may be able to be submitted at that time as well.

Item 9. Georgia stated the Legal Affairs GRS is still in the works but not moving very fast. Once the updated draft is complete it will go back through the Legal Affairs GRS Committee for their input. Then it will go to records officers and the Administrative Officers Council before being submitted. The GRS will most likely be submitted for the fourth quarter review cycle.

Item 10. Georgia stated that the revisions to the COOP RDAs and PAY00016 were submitted to the RMC for the 2nd quarter 2015 review cycle. The changes will go to the PRB meeting in June.

Next Meeting: May 13, 2015 (Wisconsin Department of Administration Building, Room 430)

Follow-Up Action Items:

- Lynn Condreay and Teresa Weidemann will draft an email regarding the new PIO/CO RDAs and submit it to Georgia for distribution to all records officers.
- The training committee will follow up with Georgia Thompson to let her know if they would like her to facilitate a conference call or meeting to discuss the approved training committee spreadsheet. The committee will give an update on their next steps at the May council meeting.
- Georgia will update and re-distribute the SRC new inventory drop off procedures to Council members.
- Council members will distribute the brochure for the ARMA conference on April 29, 2015 at the Fluno Center to any appropriate contacts they may have.

Meeting Recap

- Final comments are due back to Sandy Broady-Rudd on the Guidance for Managing Social Media by April 10, 2105.
- Comments or suggestions regarding the SRC forms should be sent to Georgia Thompson.

Additional Comments:

- There was a round table discussion regarding the SRC draft record officer training document, functional RDA submissions, the SRC and RMC review processes, and the current Board membership. Georgia reiterated that the record officer training document is a training tool for use by the SRC and that it should not replace any in-house training, or records management documentation, an agency currently has. The council members discussed alternate titles which will assist in removing confusion on the intent and purpose. They also suggested softer language in the roles and responsibilities section because not all records officers will be able to accomplish each item currently noted. Georgia stated that she would extend the previous timeframe for review and comments to Monday, April 13, 2015, for those who wanted to provide additional input. Council members present expressed concern that there does not seem to be consistency, or written guidance, on the submission of RDAs in a functional format nor in the review of all submissions regardless of format. The lack of guidance is difficult for all involved in the process. Abbie Norderhaug suggested that perhaps a checklist could be created for submissions to the Records Management Committee. Georgia requested that Council members email her constructive talking points that she can bring to the RMC at their April meeting. She asked records officers that submit RDAs in a functional format to communicate among themselves first and then submit their talking points as a collective so everyone is in agreement. Georgia did caution that going to the RMC may lead to the development of a functional format template and/or a RDA drafting piece which everyone will need to follow.

Meeting Recap

Attendees

- Aquino-Perez, Ana – Department of Transportation
- Bluma, Dawn – Department of Workforce Development
- Condreay, Lynn – Department of Corrections
- Cunningham, Sharon – Investment Board
- Egeland, Kathryn – Department of Administration
- Gorski, Jodi – Department of Justice
- Holtan, Jeannie – Department of Children & Families
- Hunter, Mary – Department of Natural Resources
- Mulder, Lois – Department of Health Services
- Norderhaug, Abbie – Wisconsin Historical Society
- Riehemann, Paul – Department of Revenue
- Starczewski, Leslie – City of Madison
- Thompson, Georgia – Department of Administration
- Vultaggio, Diane – Employee Trust Funds
- Weidemann, Teresa – Public Service Commission